Policy and Procedure Register updates

Summary of changes to:

Policy and procedure management policy, and the Policy and procedure development and improvement cycle procedure

1. **Reason for new/updated policy or procedure** *(select all that apply)*		
☐ Change of policy/procedure requirements	☐ Audit/review recommendation	
☐ Change to legislation/delegations	☒ Due for review	☐ Other

The policy and procedure were updated as part of a scheduled cyclical review and to reflect current policy and procedure management processes that have evolved over time. The updated documents aim to provide clearer guidance, strengthen governance and oversight, and support a more consistent and effective approach to developing, reviewing, approving and managing departmental policies and procedures.

2. Summary of changes

The policy and procedure have been updated to strengthen governance and oversight requirements for the department's executive leaders and provide clearer direction on the department's approach to managing policies and procedures.

Policy – key changes include:

- expanding the policy principles to place greater emphasis on access and transparency, clarity and useability, compliance and accountability, and continuous improvement
- clarifying the role of policies, procedures and supporting documents, including when a supporting document may be made mandatory
- providing clearer direction on when a policy or procedure is the appropriate instrument and when other document types may be more suitable
- clarifying that the policy and procedure management approach varies depending on the type of work and whether content impacts state schools
- strengthening the Executive Leadership Team's oversight role.

Procedure – key changes include:

- introducing the 'Initiate' stage to seek approval from senior leaders before work commences to develop or review policies and procedures
- expanding guidance for different change types, including minor updates, review date resets, decommissioning and transfer of ownership
- introducing a new process to reset the review date of a policy or procedure that is due for review where the content remains current
- providing more explicit guidance on human rights considerations and ongoing monitoring

- linking to updated resources that better reflect the policy and procedure management lifecycle: Initiate, Author, Consult, Approve, Implement and Manage guides.

3. Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*?	☒ Yes	☐ No

If yes, select the type of change: *(select all that apply)*

☒ Revised responsibilities	☒ New/additional responsibilities	☐ Removed responsibilities

Position title	Summary of change	Page#
Content authors	• Prepare and submit Initiation proposals • Consider human rights when developing or reviewing policies and procedures	1, 4, 5 1, 6
Deputy Directors-General (DDG)	• Approve Initiation proposals, including exemption requests and review date reset requests	2, 4, 5
DDG State Schools Strategy	• Approve urgent exemption requests to the external consultation and upcoming publishing requirements instead of approving all exemption requests	2, 6, 7
Executive Leadership Team (ELT)	• Provide strategic oversight for the development and management of policies and procedures • Approve initiation proposals and exemption requests that impact schools • Approve the publication timing of policies and procedures through the Publishing schedule	2, 5 2, 5 2, 7
Policy and Procedure Register Team	• Progress Initiation proposals and exemption requests to the ELT for approval • Maintain an ELT approved Publishing schedule of policies and procedures	2, 5 2, 7

4. Communication and support for implementation

To support implementation of the updated policy and procedure, OnePortal resources will be updated to reflect the revised requirements and provide better guidance for authors. A ConnectED article will be published to advise staff of the changes and direct them to the new documents. Information sessions will also be delivered for frequent users of the policy management process to explain the key changes and support consistent application.

Ongoing advice and assistance will continue to be provided by the Policy and Procedure Register team.

For further assistance, please contact:

- Policy/procedure contact:

  Policy and Procedure Team
  Governance, Strategy and Planning
  Email: ppr@qed.qld.gov.au

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